

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
PAGE 1 OF 3

Records Retention / Disposition Authorization

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|---|----------------------|---------------------------|-------------------------|--|---------------------------|--|---------------------------------------|--|----------------------|--|--|
| <ul style="list-style-type: none"> Instructions for completion are provided on pages 2-3. In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number. Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process. | | | | 1. Retention/Disposition Authorization # (RDA) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Sequential Number 293</td> <td style="width: 50%;">Suffix</td> </tr> <tr> <td>2. Agency Number 437</td> <td>3. Unit Number PL</td> </tr> <tr> <td colspan="2"> 4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded </td> </tr> </table> | | Sequential Number 293 | Suffix | 2. Agency Number 437 | 3. Unit Number PL | 4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded | |
| Sequential Number 293 | Suffix | | | | | | | | | | |
| 2. Agency Number 437 | 3. Unit Number PL | | | | | | | | | | |
| 4. RDA Status <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded | | | | | | | | | | | |
| 5. Agency Name Department of Children and Families | | | | | | | | | | | |
| Division Name Department-Wide | | | Subdivision Name | | | | | | | | |
| 6. Record Series Title Case Records | | | | | | | | | | | |
| 7. Record Series Life Cycle Dates <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Year Created 2003</td> <td style="width: 33%;">Year Discontinued</td> <td style="width: 33%;">Year of Final Disposition</td> </tr> </table> | | | Year Created 2003 | Year Discontinued | Year of Final Disposition | 8. Medium for Records Storage – Check all appropriate categories <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify) | | | | | |
| Year Created 2003 | Year Discontinued | Year of Final Disposition | | | | | | | | | |
| 9. Retention Time Period - Specify Actual Period <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16%;">Yrs 3</td> <td style="width: 16%;">Mo</td> <td style="width: 16%;">Wks</td> <td style="width: 16%;">Days</td> <td style="width: 16%;">Permanent <input type="checkbox"/></td> </tr> </table> | | | Yrs 3 | Mo | Wks | Days | Permanent <input type="checkbox"/> | 10. Event that Initiates the Start of the Retention Time Period Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> from the date of the final closeout report | | | |
| Yrs 3 | Mo | Wks | Days | Permanent <input type="checkbox"/> | | | | | | | |
| 11. Disposition <input type="checkbox"/> Destroy <input type="checkbox"/> Transfer to State Archives (WHS) <input type="checkbox"/> Transfer to Other Location (Specify) <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer to UW Archives | | | | | | | | | | | |
| 12. Records Series Description <p>These records consist of but limited to; internal correspondence, participant file and working documents, job access loans, emergency assistance, medical reports, mental health assessments, vocational assessments, reports related to domestic violence, confidential case comments for the Division's of Early Care and Education, Family and Economic Security, and Safety and Permanence.</p> | | | | | | | | | | | |

APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO May 2023

| | | | |
|---|--|---|--|
| 13. Records Contain Personally Identifiable Information (PII) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 14. Name of Agency Program Contact or Records Officer – Select appropriate title. Jeannie Holtan <input type="checkbox"/> Program Contact <input checked="" type="checkbox"/> Records Officer Telephone 608-266-8002 Email jeannie.holtan@wi.us | |
| 15. Records Series is Confidential or Access is Limited <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, enter Statute/Code) s. 49.83 | | | |
| 16. APPROVAL SIGNATURES <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> State Archivist Date (mm/dd/ccyy) 5/01/13 </div> <div style="width: 45%;"> Jeannie Holtan Date (mm/dd/ccyy) 5-1-2013 </div> </div> | | | |
| PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> State Archivist Date (mm/dd/ccyy) 5/14/13 </div> <div style="width: 45%;"> Executive Secretary – PRB Date (mm/dd/ccyy) 5/24/2013 </div> </div> | | | |

This document can be made available in alternate formats to individuals with disabilities upon request.